

SECRET

64-3930/1

JUL 1964

**MEMORANDUM FOR: Deputy Director for Support  
Deputy Director for Plans**

**SUBJECT : Inspector General's Survey of the  
Office of Personnel**

1. The Deputy Director for Support has received copies of the Inspector General's Survey of the Office of Personnel.
2. Recommendation No. 6 of the survey is addressed to the Deputy Director for Plans, and Recommendation No. 13 is addressed jointly to the Deputy Director for Plans and the Director of Personnel. Attached to this memorandum are copies of these two recommendations together with extracts from the survey to provide the DD/P background on the basis of these recommendations.
3. May I have within 60 days a summary of action taken or comments on the recommendations.

**Marshall S. Carter  
Lieutenant General, USA  
Deputy Director**

**Attachments - as stated**

O/IG:cm (2 June 1964)

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64-39361

5 JUL 1964

**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**SUBJECT:** : Proposal for Quarterly Statistical Reporting  
of CIA Non-staff Personnel

1. Paragraph 6 of this memorandum contains a recommendation for your approval.

2. In the course of our current Inspector General Survey of the Office of Personnel, we have observed a marked disparity between the highly refined statistical reporting and centralized regulation of staff personnel, and the most fragmentary accounting of the Agency's non-staff personnel. The various categories of non-staff personnel are described at Tab A. The problem is one of considerable magnitude. As of 31 March 1964, there was a total of [ ] civilian staff employees and military personnel detailed to the Agency. Although technically these military detailees are non-staff personnel, they occupy staff slots and are included in monthly personnel status reports. In addition we estimate that as of that date there were [ ] non-staff personnel in the categories summarized at Tab B. There are therefore some [ ] staff, military, contract and proprietary, both witting and unwitting, for whom the Agency has a direct or indirect responsibility, being the main source of their livelihood.

3. With regard to staff personnel, the Office of the Director and the heads of the individual career services are well served by a variety of monthly and quarterly personnel status reports which provide an accurate and current breakdown of promotions, separations, on-duty strength, and adjustments to assigned personnel ceilings. With regard to non-staff personnel no comparable reporting exists. The Clandestine Services, which are responsible for the greatest number of the Agency's non-staff employees, submit a regular quarterly report of their foreign field non-staff personnel, but the results are not incorporated in any regular reporting system to the Office of the Director. The Deputy Director for Support is responsible for nearly [ ] proprietary and foreign contract personnel which are not now included in any systematic reporting.



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4. We believe the Agency requires and must have a variety of categories of non-staff personnel to provide it necessary flexibility in the use of personal services not otherwise obtainable. However some of the present categories are not clearly defined and not well understood. Others are not defined at all. Present categories should be reviewed and re-defined where indicated in order to present the total magnitude of the Agency's available manpower throughout the world, exclusive of actual clandestine agents.

5. The Bureau of the Budget for the first time has placed a ceiling on CIA for Fiscal Year 1965 of [ ] "non-permanent employees." The Bureau's definition of non-permanent employees is not clear, but their inquiries to date suggest a continuing interest in the Agency's contract and non-staff employees in excess of the established [ ] staff ceiling. Whatever the nature of the Bureau of the Budget's interest in this field, the need for more cognizance over this area and for centralized, regular reporting to the DDCI and the Executive Director-Comptroller is manifest.

6. It is recommended that the Deputy Director for Support, in collaboration with the other heads of Career Services:

a. Review current categories of non-staff personnel and define and establish new categories which will reflect the complete number of such persons, exclusive of clandestine agents, for whom the Agency is directly or indirectly responsible.

b. Devise a procedure to provide the DDCI and Executive Director-Comptroller with a quarterly statistical summary of all non-staff personnel.

J. S. Earman  
Inspector General

**Attachment:**

Tab A - Categories of Non-staff Personnel

Tab B - Numbers of Non-staff Personnel

The recommendation contained in paragraph 6 is approved:

**Distribution:**

Orig - DDCI (return to IG)

1 - ER w/o att.

1 - DD/S

2 - IG (withheld)

Deputy Director of Central Intelligence

Date

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